
Landscaping Maintenance- Specifications

Department of Intellectual and Developmental Disabilities

Middle Tennessee Homes

The State of Tennessee, Department of Intellectual and Developmental Disabilities hereinafter shall be referred to as the "state" or "agency".

The service recipient refers to the agency end user consumer, or using department, and hereinafter shall be referred to as the "agency authority" or "using department".

The service provider hereinafter shall be referred to as the "contractor" or "supplier".

The contract technical specifications and/or equipment specifications were submitted by, or have been reviewed and approved by, the agency authority end user.

Index

Contract Specifications

- I. Scope:
- II. Bidder/Contractor Requirements
- III. General Specifications / Special Requirements, All Areas
- IV. Security Requirements
- V. Invoice Information:

I. Scope:

- 1) A four year contract is requested due to the fact that the services needed are repetitive, thus allowing uninterrupted service at a stable price.
- 2) All pricing shall be inclusive of all fees and surcharges.
- 3) To provide **AS NEEDED** mowing, trimming, edging and weeding for state owned and/or leased property. It is incumbent of all bidders to determine actual acreage for service and submit bids accordingly.

4) This contract will provide Landscaping Service **AS NEEDED** for the following locations:

3156 Earhart Road, Hermitage TN 37076
3160 Earhart Road, Hermitage TN 37076
3207 Earhart Road, Hermitage TN 37076
3209 Earhart Road, Hermitage TN 37076
889 Tulip Grove Road, Hermitage TN 37076
895 Tulip Grove Road, Hermitage TN 37076
328 Dennywood Drive, Donelson TN 37214
2410 Wilford Drive, Donelson TN 37214
4937 Saundersville Road, Old Hickory TN 37138

Summary of Landscape Services for Middle Tennessee Homes													
visits per month for each home													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Mowing	0	0	1	3	4	4	4	4	4	3	2	0	29
Trimming/ Edging	0	0	1	3	4	4	4	4	4	3	2	0	29
Weeding	0	0	1	3	4	4	4	4	4	3	2	0	29

5) This contract will provide Landscaping Service **AS NEEDED** with less frequency for the following locations:

212 Foxwood Lane Nashville, TN 37210
221 Foxwood Lane Nashville, TN 37210
Vacant lot between Hart lane and Saunders Ct

Summary of Landscape Services for Middle Tennessee Homes

visits per month for each home

Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Mowing	0	0	1	3	3	3	3	3	3	2	2	0	23
Trimming/ Edging	0	0	1	3	3	3	3	3	3	2	2	0	23
Weeding	0	0	1	3	3	3	3	3	3	2	2	0	23

II. Bidder/Contractor Requirements:

A. Contractor Qualifications:

- 1) Criteria for bidder/contractor qualifications are defined by the terms and conditions of the solicitation document.

B. Contractor Requirements and Responsibilities:

- 1) A site visit is suggested for all potential Contractors, prior to submitting a bid, to become familiar with the locations. Failure to inspect the premises will not relieve contractor from liabilities incurred in the event of default in contract agreement.
A site visit has been pre-scheduled for April 23, 2018, beginning at 9:00 AM Local Time, at Middle Tennessee Regional Office Campus - 307 Stewarts Ferry Pike Nashville, TN, 37243.

Agency contact: Blair Vanstone (615) 339-4226

- 2) The contractor shall furnish all labor, materials, supplies, equipment and supervision to perform services as required and at the frequency specified. The acreage is estimated and prospective bidders must determine actual acreage for service and for bid purposes.
- 3) The contractor shall have thorough knowledge of lawn care tasks, including but not limited to, the use of various equipment, materials and supplies to be used within the scope of this contract agreement. The contractor is expected to accept responsibility and provide personal supervision for those persons within their employment.
- 4) Contractor is expected to provide for employee safety and accept

responsibility for personal injury during performance of service under this contract agreement.

- 5) Contractor is expected to emphasize safety at all times. In event of property damage, it will be determined by the state as to the extent and liability of the parties involved under this contract agreement.
- 6) All contract/contractor personnel may be required to sign in and sign out at the job site with the homes staff.
- 7) If property is damaged resulting from contractors negligence and has to be repaired and/or replaced by the state; the expense incurred for such repairs and work shall be deducted from monies due the contractor. The state reserves the right to pursue claims for damages through any and/or all legal means available to the state.
- 8) It is a requirement of this contract that the bidder shall attest, in writing that it will not knowingly utilize the services of illegal immigrants in the performance of this contract, and will not knowingly utilize the services of any subcontractor who utilizes the services of illegal immigrants in the performance of this contract.

III. General Specifications and special requirements:

A. Scope of specifications:

Lawn care/grounds maintenance includes, but is not limited to, mowing, trimming, weed eating, and General clean-up of grounds area. The lack of and/or omission of detailed specifications does not minimize the acceptable levels of service and only the best commercial practices are acceptable

B. Frequency of service:

- 1) All specified services to be provided upon request of the facility administrator "or designee".
- 2) A normal mowing and trim cycle will be 7 days (approx.) unless changed by the facility administrator. A 48-hour notice, written and/or verbal, will be issued by the facility administrator "or designee" before a cutting cycle is changed.
- 3) A mowing and trim cycle will not begin without authorization from the facility

administrator "or designee".

- 4) All service cycles must be completed prior to beginning a new cycle and includes delays due to inclement weather conditions.
- 5) All service cycles must be completed to the satisfaction of the facility administrator "or designee" and prior to submission of an invoice for payment.

C. Specifications and service requirements:

- 1) All trash and debris must be picked up before mowing and disposed of properly. The height of the mowing shall not be less than 2 1/2 inches and the contractor shall mow all areas that are designated as mowable areas. The height of bush hogged area (where applicable) shall be 5 to 6 inches and to be cut as evenly as possible when/if bush hogging is applicable.
- 2) Mowing shall be as close as possible to all fixed objects, without damage to such objects, such as curbs, buildings, vehicles, fences, trees, plants, etc.
- 3) Hand trimming in and around fixed object will be required with the removal of brush and trimmings from the premise.
- 4) All cut grass shall be blown and/or swept from the sidewalks, driveways, roadways, curbs, patios, etc.
- 5) Weed and Vegetation Control shall be applied to curbs, sidewalks, driveway, parking lots, shrub and mulch beds, including bio-retention basin.
- 6) Extreme care will be taken not to damage or harm items such as trees, plants, shrubs, etc. within the mowing area.
- 7) All lawn care and mowing services shall be performed during daylight hours.
- 8) No mowing services to be performed during wet weather conditions whereby ruts and/or turf damage may occur.
- 9) In the event there is damage by reason of the mowing, the contractor will be required to repair and/or replace same at contractor's own expense with

like kind and as directed by the facility administrator.

D. Equipment:

- 1) All equipment that is to be used on job site must be safe and in good working order. Equipment used must have safety features and accessories, where applicable, as required by existing OSHA regulations and/or laws.
- 2) The type of equipment, accessory, materials, supplies and labor necessary for the efficient operation and completion of a mowing cycle and the design acted time, is to be provided by the contractor.
- 3) Rotary type mowers will be equipped with skirt guards which restrict foreign objects from being thrown from the cutting unit enclosure.

VI. Security Requirements:

1. All Contractor Service Personnel, including subcontractors, must be uniformed or have visible identification, while on State property, at all times. Contractor Service Personnel shall be required to provide photographic identification for inspection upon entering all State facilities.
2. Contractor Service Personnel shall provide proper Government issued identification to enter any Facility, may be subject to search, and are restricted to the work area site.
3. Contractor Service Personnel may be subject to background checks by the Tennessee Bureau of Investigation (TBI). Upon request by the End User for background check(s), the Contractor shall absorb all costs to obtain the requested TBI background check(s).
4. Visits to all State Facilities require proper check in and check out; on no occasion will service be provided without proper contact with the Authorized Agency Personnel in charge of the Facility. Security provisions for all State Facilities must be strictly observed and the Contractor shall coordinate access to the State Facility with the Authorized Agency Personnel or their designee.
5. The State reserves the right to inspect and search all Contractor Service Personnel and/or vehicles at anytime while on the facility grounds.

6. The Contractor and Contractor Service Personnel shall strictly abide by all State policies and procedures at all times. Deviations from these policies by the Contractor, Contractor Service Personnel or Subcontractor Personnel will not be tolerated and will be considered grounds for Contract cancellation.
7. If the Authorized Agency Personnel deems it necessary, the Contractor Service Personnel and/or Subcontractor Personnel may be required to leave the premises.

V. Invoice Information:

- 1) Invoices are to be itemized by hour upon conclusion of a service.
- 2) Supporting documentation shall accompany each invoice including, but not limited to location, date, time and attendance records, etc.
- 3) Invoices should be mailed or emailed to:

**400 DEADERICK STREET
9TH FLOOR
NASHVILLE TN 37243-1403
Attention: Account Payable
Email address: DIDD.Invoicing@tn.gov**